



Town of Oro Valley Classification Description

Title: **PLANNING DIVISION MANAGER**
Job Code: 4010
FLSA Status: Exempt

Department: Community & Economic Dev.
Salary Grade: 124

POSITION SUMMARY:

This position is responsible to plan, direct, supervise and be accountable for the activities and operations of the Planning Division of the Community & Economic Development Department, and to provide highly responsive and complex administrative support to the Community & Economic Development Director. As a highly skilled and knowledgeable planning professional, this position leads the Division and coordinates, collaborates and cooperates with the citizens of Oro Valley, Town officials and departments, and outside agencies and individuals, to provide the Division's services to internal and external customers. Coordination of the intradepartmental development review process with other agencies and management of major planning projects are critical components of this position. Work requires considerable initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- A. Plan, direct and supervise the activities and operations of the Planning Division of the Community & Economic Development Department.
- B. Develops and maintains the long range plans, policies and regulations for growth and land use in the Town; identifies, proposes, implements and monitors long and short term strategic planning; recommends and reviews planning issues relating to Capital Improvement Plan and General Plan.
- C. Develop, plan, implement, and manage the Division's goals, objectives, and work plan; recommend, administer, review and update administrative practices, procedures and policies; evaluates efficiency and effectiveness of division operations, procedures, and use of resources; implements improvements; assists in the development of division performance measures and standards; assign work activities, projects and programs; monitor planning and plan review workflows; review and evaluate work products, methods and procedure; prepare various reports on operations and activities.
- D. Select, train, mentor, coach, motivate, set goals and evaluate personnel; provide or coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures when necessary.

- E. Advise, consult and provide information to the Community & Economic Development Director and coordinate with other division managers within the department, regarding the compliance and enforcement of development, planning, building, and zoning policies.
- F. Coordinate Division activities with those of citizens, other departments, outside agencies, neighborhood organizations, and the development community; provide staff assistance to the Community & Economic Development Director, Town Manager, Mayor and Council.
- G. Recommend and administer department and/or Division policies and procedures.
- H. Manage the development and administration of the Division budget; prepare a forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- I. Leads the Planning Division in the development and implementation of courteous, friendly, customer-oriented services that ensure high-quality development projects and consistency with the Town's General Plan, Zoning Code and adopted policies.
- J. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide the highest level of quality seamless customer service.
- K. Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens, developers, architects, engineers, applicants, clients and property owners in an open and creative manner. Communicate and provide information to the public regarding development and planning matters.
- L. Represents the Division with various agencies/organizations: may serve on regional/state committees, boards, and associations as community representative; serves on internal committees.
- M. Coordinate and manage the development review process: oversees the various processes and systems involved in development review; reviews and evaluates project proposals, staff reports, staff communications with applicants and public officials, draft policies, and draft plan/studies to ensure implementation of policies, regulations, and plans; evaluate issues such as technical aspects of proposed plans, land use compatibility, reasonableness of proposed changes to General Plan, or sensitivity of political, economic, regional or neighborhood issues; prepares and presents staff evaluations/analyses and provides recommendations to the Town Council, Planning and Zoning Commission, Conceptual Design Review Board, Board of Adjustment, Art Review Committee, Historic Preservation Committee and other committees and outside agencies.
- N. Ensure Division compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.
- O. Direct the preparation of revisions and new provisions to update the ordinances enforced by the Division. Provide interpretations and advise staff on private development issues and divisional operations.
- P. Research planning and legal issues to prepare plans, recommendations, Code interpretations and administrative approvals of various plans.
- Q. Participates as a team member or manager on development projects with high visibility, difficulty or political issues.
- R. Leads staff and inter/intra-departmental teams on special projects.
- S. Prepare and present staff reports, presentations and other necessary correspondence to the Town Council and Boards and Commissions or delegates to appropriate staff.
- T. Prepare, facilitate, and deliver presentations to various agencies/organizations; conduct public meetings and delivers presentations to community groups.

- U. Demonstrates familiarity with purpose and function of automation and information technology systems in managing the planning, development, implementation and records management systems for operations.
- V. Oversees the development of content and maintenance of the Division's web page.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough working knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing planning, zoning, and annexation.
- Thorough knowledge and experience creating and implementing long and short range planning principles and procedures.
- Knowledge of management and/or supervision principles and possession of strong leadership skills.
- Ability to be an active, positive and contributing team member of the Department's Management Team.
- Knowledge of budget practices and procedures.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Ability to consistently meet deadlines and complete projects and assignments.
- Skill in analyzing, identifying and implementing plans and solutions to complex problems.
- Excellent verbal and written communication skills and the ability to critique the same with staff.
- Ability to make clear presentations to the Town Council, Boards and Commissions, citizens, development community and interest groups.
- Skill in establishing and maintaining effective working relationships with staff, other Town departments, applicants, and the general public.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Planning, Urban Design, Architecture or closely related field, Master's Degree preferred.
- Eight (8) years of experience in planning or zoning including at least five (5) years of progressively responsible management and supervisory experience; **OR** an equivalent combination of education and experience.
- A valid Arizona driver's license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.
- Field inspections or tours may be required.